



## COMPLIANCE PLANNING FY2023

TOP TIPS FOR  
COMPLETING THE  
COMPLIANCE PLAN  
AND  
COST ANALYSIS  
FROM  
MIDC STAFF

CONTACT A  
REGIONAL  
MANAGER  
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### What TO Do:

- Meet with your **Regional Manager** and other **stakeholders** to assess the needs of the local system.
- Use the **MIDC Grant Manual** to assist you with planning. It is available on the MIDC website “grants” tab, [here](#).
- Check the MIDC’s website (the “grants” tab) for **forms and instructions**, [here](#).
- If you are new to planning in EGrAMS, set up an EGrAMS profile as soon as possible. Notify your Regional Manager when you have done so. For a **brief tutorial**, [click here](#).
- Use the MIDC’s **EGrAMS link**, [found here](#), to submit your compliance plan, cost analysis, attorney roster, and mileage and travel rates between April 1, 2022 and April 26, 2022.

### What NOT to Do:

- Don’t “round up” in your math – actual dollar amounts are necessary to evaluate the requests in the compliance plans.
- Don’t leave out details about your plan. Documents are reviewed by many staff members and the full Commission. Some people may not be familiar with what your system is trying to accomplish. The more details, the better!
- Don’t miss the April 26<sup>th</sup> deadline for submission! A failure to submit by the deadline may be treated as a first submission.